

Minutes of the Finance Committee - August 20, 2003

The meeting was called to order at 8:45 a.m. by Chair Haukohl who led the committee in the Pledge of Allegiance.

Present: Chair Patricia Haukohl, County Board Supervisors James Behrend, Donald Broesch (arrived at 8:59 a.m. and left at 12:05 p.m.), Genia Bruce, Joe Griffin, Joe Marchese, Bonnie Morris

Staff Present: County Board Chief of Staff Lee Esler, Legislative Policy Advisor Mark Mader, Legis.Associate Sandra Meisenheimer

Also Present: Public Works Director Rich Bolte, Business Mgr. Betsy Crosswaite, Transit Director Bob Johnson, Andrew Johnson of Waukesha Metro Transit, Budget Specialist Linda Witkowski, Criminal Justice Collaborating Council Coordinator Shelly Cyrulik, Sheriff Deputy Inspector Steve Marks, Business Mgr. Tom Koth, Deputy Chris Deakin with his dog Sam, Risk Management Administrator Laura Stauffer, Senior Risk Management Analyst Jeff Newcomb, Information Systems Manager Mike Biagioli, Senior Financial Analyst Mike Baniel, Budget Mgr. Keith Swartz, Environmental Health Mgr. George Morris, Labor Relations Mgr. Jim Richter, County Board Supervisor Mareth Kipp

Approve Minutes of August 6, 2003

Motion: Marchese moved, second by Behrend, to approve the minutes of 8/6/03. **Motion carried 6 – 0.**

Executive Committee Report

Haukohl reviewed items that were discussed and/or considered at the last meeting on 8/18/03:

- Late Tax Appeal for Russ Wankowski on Behalf of Sadie II LLC.
- Discussed/considered the ordinance to Establish a Building and Capital Costs Study Committee for the Federated Library System.
- Update on Capital Project Number 200328: Courthouse/Administration Center Security.
- Update on University of Wisconsin – Waukesha Capital Projects and the Impact of the State Budget on UW-W Operations.
- Discussed/considered UW-Extension grant: Showing Compassion in the Waukesha Community: Building Bridges and Networks for Faith-Based and Community Organizations.
- Discussed/considered the resolution to Adopt Positions on the 2003 Wisconsin Counties Association Resolutions.

Schedule Next Meeting Dates

The next meeting is scheduled for September 10, 2003.

Correspondence

Mader said the Humane Officer Program has received more positive correspondence than virtually any other issue he can remember. The ordinance regarding this is scheduled later in the meeting.

Information Management Panel Update

Bruce said there was a meeting scheduled for Friday, August 22 but she had to cancel due to lack of a quorum. She will still be meeting with Mike Biagioli to get an update on the Communication Center and will have an update at the next Finance Committee meeting.

Broesch arrived at the meeting at 8:59 a.m.

Update on the 2003 Budget Revenue Shortfall for the Transit Program

Bolte, Crosswaite, B.Johnson, and A.Johnson were present for the discussion. Two handouts were distributed the first of which shows where revenue was double booked which Bolte explained. He stated the other issue concerns Milwaukee County who provides a certain amount of service. Their charges for 2003 were quite high and reductions were not recalculated. Bolte said to correct the problem, reductions will be taken where they would have anyway by eliminating bus routes that are poor performers or duplicate service, there will be modest fare increases in selected areas, and then at the end of year there will be a financial mechanism presented to the committee that cleans up all of the discrepancies, as well as other issues if necessary.

B.Johnson stated that effective September 2 there will be fare increases of 25 cents to one dollar depending on where they are. They've also looked at Wisconsin Coach Line service levels and are recommending several changes at the end of the year, mainly weekend service for Routes 1 and Route 10, which will probably be eliminated. Milwaukee County Transit operates a number of routes to industrial parks in Butler, Menomonee Falls and New Berlin, and there will be service changes there as well. Regarding Routes 9, 106 and 218, late night service after 11:00 p.m. and Saturday/Sunday service will be eliminated, effective August 31. They will continue to operate weekday rush hours (Monday through Friday in the morning and afternoon or basically first shift). These changes are based on productivity of the routes.

Crosswaite distributed the second handout, "Waukesha Metro Transit – Waukesha County Transit System Administration Statistics," which details revenue/expense, expense/revenue hour, expense/passenger, subsidy/passenger, passenger/trip and passengers/revenue hour. B.Johnson continued with an explanation. He stated fares are going up on para-transit service, which operates between Waukesha and Milwaukee and parallels Route 901, because the 901 fares are increasing. In addition, the end of April an RFP went out with several responders. The existing contractor was selected but the circumstances are much more favorable in that the rates are fixed. They've already seen a reduction in costs on this service. The remaining routes of Wisconsin Coach Lines (900 series) and Routes 9, 106, 218 and 79 (Milwaukee County Transit) are currently the subject of an RFP with the proposals due this Friday. They will know at the end of the week what prices they will get for next year. It is a three-year contract.

Haukohl asked about the \$38,000 from Wisconsin Coach Lines for the shortfall. B.Johnson said it has been contributed. Bolte said at the end of year there also will be funds (county) available for the shortfall. This is a transition year, and there will not be these issues in the future. Bolte stated B.Johnson and staff will be giving a presentation at the end of the year as to the status of transit. They are not part of the county staff but under contract with the county to manage the county transit program.

Contract Procurement Process for Pretrial Screening Services

Cyrulik and Kipp were present. Cyrulik said this service will speed up the process of gathering information for a defendant. The contract was awarded to Wisconsin Community Services for a total contract amount of \$120,000 (1st year - \$90,200; 2nd year - \$29,800). As part of the negotiations to stay within the budgeted amount of \$90,200, it was agreed to contract for a 16-month period (subject to appropriation of funds after the first 12 months).

Motion: Behrend moved, second by Griffin, to approve the contract procurement process for pretrial screening services for Wisconsin Community Services. **Motion carried 7 – 0.**

Ordinance 158-O-056: Amend Sheriff's Department 2003 Budget Expenditure of Donated Funds

Motion: Behrend moved, second by Broesch, to approve Proposed Ordinance 158-O-056. Koth, Marks, and Deakin with his dog Sam were present. Marks explained the ordinance which authorizes the Sheriff's Department to accept and spend a grant of \$10,400 from the Waukesha Kennel Club to acquire, train and equip a dog to replace a retired dog (\$9,000 for purchase of the dog; \$1,400 for replacement of a kennel in a squad car). Haukohl referred to the 6.25 hours that dog handlers are allowed and asked how those hours are incorporated into their budget. Marks said a shorter shift is worked. **Motion carried 7 – 0.**

2nd Quarter Status Report on Claims

Stauffer and Newcomb were present. Newcomb reviewed the handout "Worker's Compensation 1999-2003 Claims History Summary" relative to accident data. By the end of the 2nd quarter of 2003, 15 claims remained open of the 46 claims received with a total incurred of \$98,824, which is an increase of about \$47,000 from the last quarter. Since 1999, 565 claims have been opened, 27 remained open, for a total incurred of \$1,869,417. Newcomb highlighted the claims that were opened and closed since the last report.

Stauffer distributed "Waukesha County Claims History, 1999-2003" and continued with a review of each of the open claims for 2003 for general liability, auto liability, auto physical damage, and property damage. Regarding general liability 7 claims were received with 5 remaining open and total incurred of \$4,563. There were 27 auto liability claims opened with 10 still open and total incurred of \$24,467. A total of 20 auto physical damage claims were opened with 13 remaining open and total incurred of \$42,082. There were 14 property damage claims received, 11 still open, for a total incurred of \$33,265. The total incurred since 1999 is \$1,641,019.

Motion: Behrend moved, second by Morris, to accept all claims on both of the reports -- "Worker's Compensation 1999-2003 Claims History Summary" and "Waukesha County Claims History, 1999-2003". **Motion carried 7 – 0.**

Contract Procurement Process for the Tax System

Motion: Behrend moved, second by Broesch, to approve the contract procurement process for the Tax System. Biagioli discussed this issue as outlined in the contract procurement process checklist. The contract was awarded to EZ Access, the highest rated proposer, for a total contract amount of \$528,148. The budgeted amount for the first year is \$600,000. **Motion carried 7 – 0.**

Six Months Status Report on General Funds

Swartz and Baniel discussed the report, "6 Months – 2003 Budget Monitoring Summary Report-General Fund Operations." For six months of 2003, actual operating expenditures were \$35.5 million or 46.0% of the total modified expenditure budget versus expenditures for the same period in 2002 at \$34.8 million or 49.3% of total 2002 actual expenditures.

Operating revenues achieved during the first six months of 2003 are \$15.3 million or 47.9% of the modified revenue budget. This compares to the first six months of 2002 when revenues of \$13.4

million were approximately 42.2% of the total revenues earned for 2002. To Haukohl's question, Swartz said the increase is due to the Treasurer's and Register of Deeds offices.

Baniel stated a couple of departments have identified a potential in the future to come forward with an ordinance or fund transfer. These departments are the Register of Deeds (ordinance), Circuit Court (fund transfer), and Public Health (fund transfer). There will also be one-time funding for the Emergency Management budget, which is co-mingled with the County Executive's budget in appropriation authority. Because of the new grant funding sources that are being authorized at the federal level, this budget will be growing with much of the funding going to response teams throughout the county for equipment and training. Haukohl asked where will the funds for transit come from? Swartz said he will be recommending that it comes out of the Highway/Public Works area. Haukohl said looking at the Non-Departmental budget for 2003, the modified budget is \$251,000 but the estimate is \$52,000. Baniel said on the expenditure side, they are projecting that there will be lower expenditures for consulting services and business continuity related expenses. This is also where the county pays for the advertising budget for help-wanted ads. Based on the economy there haven't been very many ads posted since turnover is low. Haukohl pointed out the same situation with Corporation Counsel. Baniel said coming into the 2003 budget, the union contracts were unsettled and approval of \$90,000 carry-over was requested for expenditure authority for collective bargaining or arbitration issues. As it turned out, things occurred favorably so they haven't used the funds yet.

Status Report on the Contingency Fund

Swartz stated for the first six months there was no activity. The only activity for the year so far was the ordinance for the Metro Drug Renovation at Northview that required \$200,000 and left a balance of \$1,150,000. The funding for the budget in 2003 of \$1,350,000 was \$900,000 of General Fund Balance and \$450,000 of tax levy.

Ordinance 158-O-057: Ratification of 2002-2003-2004 Public Health Nurses Collective Bargaining Agreement

Motion: Morris moved, second by Bruce, to approve Proposed Ordinance 158-O-057.

Richter said the terms outlined in this ordinance, in essence, parallel those that were settled with the other collective bargaining units in regard to contract terms, mileage reimbursement, and health insurance plan changes. Effective in January, employees will have the option of participating in the medical reimbursement plan. The health insurance plan changes will also go into effect in January. The plan changes will be the same as the non-represented employees and all other collective bargaining units. Richter went on to discuss the wage increases, which are retroactive and are 3% in 2002, 3% in 2003, and 3% in 2004. In exchange for the health insurance plan changes, an additional new salary step 7 for the position of Public Health Nurse II has been added. **Motion carried 7 – 0.**

Ordinance 158-O-058: Ratification of 2002-2003-2004 Parks Collective Bargaining Agreement

Motion: Behrend moved, second by Griffin, to approve Proposed Ordinance 158-O-058.

Richter said this ordinance affects 30 employees and includes the same health insurance plan changes and the same wage benefits as in ordinance 158-O-057, with the exception of an extra salary step. It parallels what was provided to the master AFSCME unit and an extra 35 cents per hour was agreed upon in exchange for the health insurance plan changes. In addition, the position

of Park Maintenance Worker at the Retzer Nature Center will be reclassified as Park Foreman with a slightly higher compensation. **Motion carried 7 – 0.**

The committee recessed at 12:05 p.m. and reconvened at 12:43 p.m. Broesch did not return for the afternoon session.

Ordinance 158-O-055: Amend the Waukesha County Code to Include Regulations for a Humane Officer Program and Collection of a Surcharge on Dog License Fees *(for discussion purposes only)*

Morris was present to discuss the ordinance, which authorizes a \$2 increase to the county surcharge on dog license fees in 2004 to fund increased demand for services to address animal neglect and abuse issues. In its 2004 budget proposal, the Parks and Land Use Department will request that one full-time Humane Animal Specialist position be abolished and two on-call extra help Humane Animal Specialist positions no longer be funded. The department will also request that two full-time Humane Officer positions be created and one on-call extra help Humane Officer position be funded in the Parks and Land Use 2004 budget to provide equipped and certified staff to meet the current needs.

Morris distributed the power point presentation that was given to the Executive Committee on August 18 and the Land Use, Parks, and Environment Committee on August 19, which actually is a summary of about 3 ½ years of work. He stated that at the January 21, 2003 Land Use Committee meeting, the committee asked by motion for an ordinance to address the new responsibilities under the statute and to cover the costs. He went on to cover the following areas with the committee: Current Waukesha County Humane Animal Program, Wisconsin State Statute: Chapter 173, Humane Officer Program survey of municipalities, study group participants created to evaluate and recommend changes to Humane Animal Program, study group recommendations, other alternatives considered, what it would involve, benefits of coverage, benefits of professional staff, and the benefits of a proactive Humane Officer Program.

Haukohl left the meeting at 1:32 p.m.

Motion to adjourn: Morris moved, second by Griffin, to adjourn the meeting at 1:42 p.m. Motion carried 6 – 0.

Respectfully submitted,

Joseph F. Griffin
Secretary

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